COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 3626, *Total Force Development*. It establishes policy for student administration, conduct and documentation, information management system responsibilities, and provides management guidelines for all mobility aircrew Air Education and Training Command (AETC) formal flying training programs. HQ AETC/A3Z oversees these programs. HQ AETC/A3V assists in this oversight responsibility. This instruction applies to all AETC units conducting graduate level mobility flying training, Air Force Reserve Command (AFRC) and Air National Guard (ANG) associate instructors assigned to active duty U.S. Air Force formal training units (FTU), and ANG and AFRC units conducting AETC flying training courses. Subordinate units should supplement this instruction. Forward local supplements through 19AF/A3 to HQ AETC/A3Z for approval prior to publication. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, according to AFI 11215, *USAF Flight Manuals Program (FMP)*. HQ AETC/A2/3/10 is the overall approving authority for changes to this publication, NGB/A3 is the approving authority for ANG-specific changes, and HQ AFRC/A3 is the approving authority for AFRC-specific changes. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Tiering is for identifying subordinate level commanders' authority to approve waivers; do not use a tier number that reflects the same level as the organization that issued the

publication. Submit requests for waivers to this document through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Direct all questions concerning this instruction to HQ AETC/A3Z at **AETC.A3Z.Workflow@us.af.mil.** This publication requires collecting or maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, United States Code, Section 301a and Executive Order 9397 (social security number [SSN]). EO 9397 is the authority to collect SSNs. Forms affected by the PA must have the appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), F036 AF AETC B, Graduate Training Integration Management System (GTIMS) and F036 AETC Y, Training Integration Management System (TIMS) Records, applies and information about the system can be accessed at **https://dpclo.dod.afpims.mil/Privacy/SORNs.aspx**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Attachment 1 contains a glossary of references and supporting information used in this publication.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updates all references to 19 AF and appropriate organizations, updates to office symbols; added student recall procedures (1.3.2.4.); clarifies responsibilities (1.3.3., 1.3.3.1. and 1.3.3.2.); added WG/CC and SQ/CC responsibility (1.3.4) (1.3.6.); updated student equipment requirements (1.5.); updated syllabus waiver routing (2.2.3.1); updates references, prescribed forms, adopted forms, abbreviations and acronyms, and terms (Attachment 1).

Chapter 1

GENERAL GUIDANCE

1.1. Introduction. HQ AETC conducts graduate level flying training courses to provide qualified aircrew to the mobility air forces (MAF) and to sustain formal training unit (FTU) operations. These training courses produce aircrew with basic, mission, instructor, and special qualifications applicable to each aircraft and mission. Each flying training course syllabus outlines graduation status, training location, course entry prerequisites, and provides a summary of training. The Education and Training Course Announcements (ETCA) Website, **https://etca.randolph.af.mil/** also provides student administration and processing information.

1.1.1. Unless otherwise stated, the default Waiver Authority for this instruction is Tier 2.

1.2. Specific Use.

1.2.1. Applies to all mobility graduate level students, officers and career enlisted aviators (CEA).

1.2.2. For the purposes of this instruction, there are two categories of CEAs enrolled in graduate level flying training, initial and qualified/previously qualified.

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission qualification evaluation. Initial CEA students enrolled in formal flight training (FFT) are in conditional aviation career status.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have completed formal flying training (i.e. have received a mission qualification in-flight evaluation with AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification* (Multiple Aircraft), or AF Form 942, *Record of Evaluation* on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to AFI 11402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, as supplemented when conduct or duty performance becomes suspect.

1.3. Responsibilities:

1.3.1. **Director of Intelligence, Operation, and Nuclear Integration (AETC/A2/3/10)** will:

1.3.1.1. Establish policies and provide directives and resources for the conduct of mobility aircrew training in AETC to include formal course training conducted by ANG and AFRC FTUs.

1.3.1.2. Approve formal flying training syllabi developed and maintained by the Command.

1.3.2. **AETC/A3Z, Graduate Flying Training Division** will:

1.3.2.1. Coordinate graduate flying training policies and oversee syllabus development.

1.3.2.2. Oversee the management of all AETC, AFRC, ANG and International Military Student (IMS) graduate level flying training courseware.

1.3.2.3. Oversee execution of aircrew training, administration, and management within AETC. The NGB/A3 and HQ AFRC/A3 will oversee aircrew training, administration, and management for ANG and AFRC FTUs respectively.

1.3.2.4. Approves students recalled to their units before the student disenrolls or departs according to AFI 11202, Volume 1, *Aircrew Training* and the appropriate AETCI 36-2605 volumes. Notifies AETC/A3R and 19 AF/A3 of all student recalls. After squadron determination of the need for recall, submit requests via MAJCOM/A3T (or equivalent) to AETC/A3Z for Approval. AETC/A3Z will send approval/disapproval notifications to MAJCOM/A3T (or equivalent) and applicable FTU. **Exceptions**: 1. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance, including Commanders Awareness Program (CAP), Commanders Review (CR), or Flying Evaluation Board (FEB) action; 2. Recalled students may depart in emergency situations but their flying or training records will be held until the recall is coordinated and approved; 3. Students may not be recalled if they are facing disciplinary action without approval of 19 AF/A3.

1.3.2.5. Approve waivers according to paragraph **2.2**

1.3.3. **AETC/A3R, Resources and Requirements Division** will:

1.3.3.1. Oversee programmed flying training (PFT) programming and management. The PFT document establishes the baseline for student quota management, which is AETC's aircrew training primary source documents for class entry dates, student load, and production schedule information. AETC/A3RA maintains the quota management worksheets. These worksheets are available at **https://cs3.eis.af.mil/sites/OO-OP-AE-57/default.aspx**. AETC provides class quotas annually via electronic PFT pages.

1.3.3.2. Oversee production metrics reporting. AETC/A3RB is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, AETC/A3RB uploads the PFT document to the Flying Training Production Analysis - Web (FTPA-W) web-based input tool. The OG/CC or designated POC will update the FTPA with *actual* entries, gains, losses, attritions, graduate numbers and Notes, if applicable. These updates are due five duty days after the class start date and class completion/graduation date.

1.3.4. **Wing Commander (WG/CC)** will:

1.3.4.1. Have responsibility for waiving additional sorties above those outlined in the syllabus. **(T-3). Not delegable below WG/CV.**

1.3.4.2. Approve waivers according to paragraph 2.2.3.3. **(T-3). Not delegable below WG/CV.**

1.3.5. **Operations Group Commander (OG/CC)** will:

1.3.5.1. Have responsibility for formal course training according to AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*.

1.3.5.2. Ensure ETCA requirements are current for all courses conducted at the FTU. Notify HQ AETC/A3ZM if ETCA requirements are not current.

1.3.5.3. Execute formal course training as directed by the appropriate syllabi and this instruction.

1.3.5.4. Follow formal procedures for eliminating students according to AFI 11-402/AETCSUP.

1.3.5.5. Establish a registrar function in the student administration section.

1.3.5.6. Ensure graduates meet Air Force requirements of standards and discipline.

1.3.5.7. Identify to the appropriate agency limiting factors and shortfalls that prevent successful mission accomplishment.

1.3.5.8. Ensure students meet course entry requirements. If a student does not meet course entry prerequisites, an approved prerequisite entry waiver is required prior to the class start date. See **Chapter 2** for process information.

1.3.5.9. Appoint contracting officer representatives (COR) to ensure Aircrew Training System (ATS) contractors meet standards. COR duties and responsibilities can be found on the Defense Acquisition University (DAU) web site under Acquisition Community Connection at **https://acc.dau.mil/COR**.

1.3.5.10. Assign an ATS program manager, course manager, or subject matter expert for each crew position in each mission design series (MDS). On the DAU website, the Roles and Responsibilities of Participants document describes how this individual assists the COR in validating contract requirements.

1.3.5.11. Track all syllabus deviations and immediately notify HQ AETC/A3ZM. **Note**: For ANG or AFRC FTUs co-located with active duty FTUs, one unit may handle these requirements for both FTUs. OG/CCs sharing training resources have shared responsibility for these items and may delineate certain responsibilities between groups in local guidance or memorandums of understanding. Additionally, OG/CCs should publish a supplement to this instruction detailing local training documentation, practices, and procedures.

1.3.6. The **unit commander (SQ/CC)** will:

1.3.6.1. Execute formal training according to the AETC Syllabi.

1.3.6.2. Organize student administration under a designated flight or section. Example, flight commander (FLT/CC) or designated representative for students.

1.3.6.3. Administer the commander's awareness program (CAP) according to **Chapter 4**. CAP administration may be delegated, but the SQ/CC maintains overall authority and responsibility.

1.3.6.4. Notify the OG/CC or designated representative as soon as possible after a syllabus deviation.

1.3.6.5. Assign students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. Units will notify HQ AETC/A3ZM of students whose training has been suspended more than 14 calendar days. **Note**: Air National Guard (ANG) and Air Force Reserve Command (AFRC)

students are not normally assigned casual student duties. Contact HQ AETC/A3G or AETC/A3H for their disposition.

1.3.6.6. Ensure that students do not receive more than eight hours of testable classroom and computer-assisted instruction of academic subjects per day. Examinations are considered testable material.

1.3.7. The **Registrar** will (in addition to those identified in AETCI 36-2605, Volume 1):

1.3.7.1. Obtain class entry rosters in the military personnel data system (MilPDS) not later than 30 days before class entry. Units without access to MilPDS will forward a complete class roster to HQ AETC/A3RA within 10 duty days of scheduled class arrival. Obtain rosters as early as possible to identify excess capacity. Contact HQ AETC/A3RA, AFPC/DP2LT and AFPC/DP2ORM to allow fill of excess capacity.

1.3.7.2. Manage, coordinate, process and track AETC Forms 6, *Waiver Request*, for course prerequisite waivers, syllabus waivers and overages until final disposition. Ensure all students who require them, submit prerequisites waivers. Students who arrive without required course prerequisites may be returned, in coordination with HQ AETC/A3ZM and HQ AETC/A3RA, to their parent organization/base to obtain prerequisites.

1.3.7.3. Accomplish an inprocessing checklist for all students.

1.3.7.4. Load student data into the appropriate training management system (TMS) and/or Learning Management System (LMS). Ensure students are registered in the correct course, input into the correct electronic training record/TMS or ensure that hardcopies are prepared and distributed. Refer to AETCI 36-2605, Vol 1 for AETC-required student data into Training Information Management System (TIMS)/Graduate Training Information Management System (GTIMS).

1.3.7.5. Immediately notify HQ AETC/A3Z, 19AF/A3 and the student's parent MAJCOM/A3T, if a student's home unit attempts to recall the student.

1.3.7.6. **(Active Duty Units)** Report roster discrepancies as soon as they are discovered, but no later than 3 duty days following class start date. Report changes, discrepancies, and graduation delays to 19 AF/A3, HQ AETC/A3RA, HQ AETC/A3RB, HQ AETC/A3ZM, HQ AFPC/DP2LT, HQ AFPC/DP2ORC, and HQ AFRC/A1KE, or NGB/A1FF as applicable.

1.3.7.7. **(ANG FTUs)** Report roster discrepancies as soon as they are discovered, but no later than 3 duty days following the class start date. Report changes, discrepancies, and graduation delays to HQ AETC/A3RA, HQ AETC/A3ZM, and NGB/A1FF.

1.3.7.8. Ensure a complete and accurate entry roster of enrolled students is submitted to the appropriate Force Support Squadron or servicing military personnel unit not later than 10 duty days before the class start date. **Note**: Before the student departs, the home unit will prepare an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*, according to AFI 362107, *Active Duty Service Commitments (ADSC)*. The servicing Military Personnel Flight will determine the existence and accuracy of each student's AF Form 63.

1.3.7.9. Report changes or discrepancies to HQ AETC/A3RA and for ANG FTUs to NGB/A1FF. With ANG approval, students awaiting training may be entered in an earlier class.

1.3.7.10. Ensure all inputs are made to MilPDS no later than 3 duty days after the class start date.

1.3.7.11. Update the MilPDS no later than 3 duty days after class graduation date.

1.3.7.12. Immediately notify the host aviation resource management (HARM) office when any student is removed from training. Refer to AFI 11-402/AETCSUP.

1.3.7.13. Maintain original records according to the Air Force records disposition schedule (RDS) and distribute them within 10 duty days of completion of a student's training review.

1.3.7.14. Distribute records of eliminated initial CEAs as outlined in **Table 4.1** For officers and qualified CEAs, distribute records according to AFI 11-402/AETCSUP. Maintain records according to the Air Force RDS.

1.3.7.15. Update eliminations in the appropriate training management database with the proper elimination code.

1.3.7.16. Provide each student with an out-processing checklist to ensure the student collects official records/forms and completes course sign-out/graduation actions.

1.3.7.17. Issue the AF Form 1256, *Certificate of Training*, upon graduation from the formal training course and completion of the out-processing checklist.

1.3.8. **Nineteenth Air Force Commander** (**19 AF/CC**): 19 AF is responsible for executing formal flying training operations within AETC.

1.3.8.1. The 19 AF/CC will be the approval authority for removing a student from training for cause.

1.3.8.1.1. The respective subordinate commander will make a recommendation to the 19 AF/CC for consideration.

1.3.8.1.2. For cause includes: students engaging in misconduct punishable under the Uniform Code of Military Justice, or a student who demonstrates improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service.

1.3.8.1.3. Wing/CC should contact 19 AF/JA and 19 AF/A3 for guidance in specific situations.

1.4. Training Syllabus. The syllabus is the command-approved directive for executing each programmed flying training (PFT) formal training course. It takes precedence over local instructions and supplements. If no clear syllabus guidance exists, resolve the conflict using the appropriate chain of command. Only the OPR may interpret syllabus guidance. If the logical course of action conflicts with other directives, call the OPR listed in the syllabus. AETC syllabi are not valid until signed by HQ AETC/A2/3/10 and will not be implemented until a signature is obtained. **Note**: If a conflict exists between the syllabus and a supporting ATS contract, the

original AETC approved syllabus in place at that time will continue to be executed until the conflict is resolved by AETC, AMC, and AFMC.

1.4.1. **Course Durations.** The syllabus lists the formal course training days, the PFT lists course planned start and graduation dates. See Joint Travel Regulations, 1 Feb 2016, for TDY time limitations for instruction courses (Section 2240).

1.4.2. **Sortie and Hour Requirements.** Each syllabus has a programmed number of sorties, flying hours and additional sortie authorizations. Unless otherwise specified in the syllabus, additional sorties required beyond the course limit must have HQ AETC/A3Z approval. (For ANG students, NGB/A3 is the approval authority. HQ AFRC/A3T is approval authority for AFRC students.) Proficiency advancement is defined in paragraph **3.8** It will not be used as a management tool to graduate students by a specific date.

1.4.3. **Academics**. Units who maintain student written examinations will secure all tests and document the removal, replacement, and destruction of all examinations.

1.5. Equipment Required. The Formal Training Unit (FTU) will provide equipment required to complete the specific course if that equipment has NOT been previously issued to the student during previous training. See specific course Education and Training Course Announcements (ETCA) webpage at **https://etca.randolph.af.mil/default1.asp**. Direct further questions regarding clothing, equipment, and special requirements to the school registrar or course contact listed on ETCA.

1.6. End-of-Course Critiques. Each unit administers an end-of-course critique program as an integral part of the formal training course. Supervisors review reports and initiate corrective action as necessary. Critiques will be administered within 15 duty days of graduation. Units will submit a summary of the EOC critiques to the AETC Program Managers/SMEs for review at least quarterly. Use AETC Form 673, *Student Critiques*, or an approved local critique for written critiques. As a minimum, the critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC. Wings will compile these answers and provide the student responses to the 19 AF/A3 inbox quarterly.

1.7. Aircrew Graduate Evaluation Program (AGEP). Aircrew members who have completed training through an AETC formal undergraduate or graduate flying training program will be evaluated on the effectiveness of their previous training according to AETCI 362206, *Aircrew Graduate Evaluation Program.* Refer to AETCI 362206 for specific program guidance. Direct feedback survey questions and comments to HQ AETC/A3ZM (DSN 4872014) for questions concerning the AGEP Web site access, contact HQ AETC/A3F (DSN 4872045).

1.8. Production Metrics Report. HQ AETC/A3RB is the primary POC for flying training production metrics. At the beginning of each fiscal year, HQ AETC/A3RB uploads the programmed flying training (PFT) document to the flying training production analysis (FTPA) Web-based input tool. Group commanders or their designated POCs will update FTPA with actual entries, gains, losses, eliminations, graduation numbers, and notes, if needed, to explain wash backs, eliminations, or date changes to a class. Updates are due 5 calendar days after the class start date and class graduation date. HQ AETC/A3RB will provide an end of year (by FY) student production summary by Mobility MWS and course to AMC/A3TF NLT 90 days after the

end of the fiscal year. AETC/A3R will provide flying training production metrics to 19 AF/A3 (**AETC.19AF.A3@us.af.mil**) upon request.

Chapter 2

STUDENT ADMINISTRATION

2.1. Inprocessing. Units will review incoming student records to verify they are complete and to determine initial supervision required before any other than "academic" only training courses. Students must meet course entry prerequisites established by the syllabus, AFI 11-202, Volume 1 and AFI 11-2MDS, Volume 1. They must also comply with reporting instructions in the ETCA. At a minimum, units will review these records (or equivalents):

2.1.1. **Flight Evaluation Folder (FEF).** Students will hand carry FEFs, if applicable, to training according to ETCA guidance. Depending on AFSC, some individuals may not yet possess an FEF.

2.1.2. **Individual Flight Records.** Students will hand carry flight records, if applicable, to training according to ETCA guidance. Depending on AFSC, some individuals may not yet possess individual flight records.

2.1.3. Training records from previous courses. **Note**: Enlisted Center of Excellence (CoE) students will hand carry sealed training records to their follow-on training locations.

2.2. Waivers:

2.2.1. **Prerequisite Waivers.** Losing or home unit commanders will ensure students meet course entry prerequisites. Complete AETC Form 6, *Waiver Request*, for waiver requests. **Note**: When an Air Force instruction prescribes formal course entry prerequisites, use it to determine waiver authority.

2.2.1.1. **IMS/DCS (Direct Commercial Sales) Waivers**. The Air Force Security Assistance Training Squadron Commander (AFSAT/CC) will act in place of the losing or home unit commanders when the waiver request applies to an IMS or DCS student. AFSAT Program Managers will work with AFSAT/MSR weapon system experts to initiate waivers. The waiver will be coordinated with AFSAT/DO before going to the AFSAT/CC. The waiver package will be loaded into TMT at the lowest possible level and will be coordinated through AETC/IAO to AETC/A3Z for final approval.

2.2.2. **Syllabus Waivers**. An approved syllabus waiver is required for any planned exception to AETC syllabi caused by special or unusual circumstances, for individual students. Permanent or blanket waivers are not authorized, but should be suggested as individual syllabus changes through HQ AETC/A3ZM. Submit individual waiver requests electronically on an AETC Form 6. Do not change the order of, omit, or accomplish any training requested in a waiver until notified of approval.

2.2.3. **Approval Authorities**. Submit waivers to these approval authorities, except when other governing directives instruct otherwise:

2.2.3.1. Syllabus waivers and syllabus prerequisite waivers. The losing/home units will initiate waivers and coordinate through their local OG/CC (or equivalent) to MAJCOM/A3T (or equivalent). MAJCOM A3T (or equivalent) will forward to AETC/A3ZM. AETC/A3ZM will coordinate with applicable FTU and will forward to AETC/A3Z for final approval.

2.2.3.2. Senior officer syllabus and entry prerequisite waivers: through MAJCOM/A3T (or equivalent) to HQ AETC/A2/3/10.

2.2.3.3. AETC/A2/3/10 delegates authority to the FTU WG/CC to waive the following syllabus prerequisites: Physical Health Assessment (PHA) and/or Physiological Training (Attitude Chamber), with concurrence of the OG/CC and that the MDG/CC will provide these events by the appropriate time. This does not constitute authority to waive flight-required events. Example: A student's PHA expires 15 days after course completion; the WG may waive the PHA syllabus prerequisite and allow the student to complete training as scheduled. Example: A student's Physiological Training expires one week prior to scheduled flying training; the WG may waive the syllabus prerequisite and allow the student to start academics/sims, provided the Physiological Training can be accomplished prior to flying training.

2.2.4. Waiver approval authorities will forward a copy of all approved and disapproved waivers to HQ AETC/A3ZM.

2.2.5. Maintain a permanent record of all approved waivers in the student's training record.

2.3. Syllabus Variations:

2.3.1. **Syllabus Deviation**. A syllabus deviation is any unplanned variation from such syllabus requirements as prerequisite flow, turn times, landing currency, or maneuver item file (MIF) requirements. Document all syllabus deviations in the student's training record. **Note**: All syllabus-directed training will be accomplished unless a waiver request is approved. If unforeseen circumstances result in an omission of required training, the ATS Site Manager or the OG/CC will determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training. Place documentation in the student's training record to show ATS Site Manager or OG/CC directed corrective actions and the accomplishment of the omitted training. **Exception**: Non-U.S. crewmembers will not complete tasks/events or lessons/sorties restricted to U.S. unless prior written approval was obtained from HQ AETC/IA.

2.3.2. **Incomplete Training.** Annotate training requirements in the student's training record that cannot be accomplished because of prolonged shortfalls or limitations. In situations where course training standards (CTS) requirements are not achieved because of prolonged shortfalls or limitations, standardization/evaluation will also annotate the deficiency on AF Form 1381, *USAF Certification of Air Crew Training*, AF Form 4348, *USAF Aircrew Certifications* or AF Form 8, *Certificate of Aircrew Qualification*, as appropriate, for inclusion in the student's FEF. (AF Form 1381 is prescribed in AFI 11401, *Aviation Management*, and AF Forms 4348 and 8 are prescribed in AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Refer to those publications for guidance completing the forms.)

2.3.3. **Disenrollment**. Process all students who fail to progress according to AFI 11-402/AETC SUP.

2.3.4. Other Than FTU Course Completion. Students will complete all syllabus training in order to graduate from an AETC course and depart the training unit. Students may not make up training at the follow-on unit without an approved syllabus waiver, unless specifically noted in the syllabus.

2.4. Notification Procedures:

2.4.1. **Students Experiencing Difficulty**. When a student is entered into the Progress Review (PR) process, fails a flight evaluation, or is withdrawn from training, units will notify:

2.4.1.1. Active Duty Students. Notify HQ AETC/A3ZM and the student's home or gaining unit.

2.4.1.2. ANG Students. Notify the student's home unit, HQ AETC/A3ZM, HQ AETC/A3G, and NGB/A3M.

2.4.1.3. AFRC Students. Notify the student's home unit, HQ AETC/A3ZM, HQ AETC/A3H, and HQ AFRC/A3T.

2.4.1.4. International Students. Notify international student's International Military Student Officer (IMSO).

2.4.2. **Graduation Date Update**. OG/CC will notify 19 AF/A3, HQ AETC/A3ZM and NGB/A1FF or AFRC/A1MG, as appropriate, and the gaining unit when any student is more than 15 training days behind or if it becomes apparent that a student will not graduate within 30 training days of their scheduled PFT graduation date. Provide reason(s) and an estimated graduation date. If the graduation date is changed (i.e. the student is rolled back to a later class), notify the student's gaining unit, 19 AF/A3, HQ AETC/A3Z, HQ AETC/A3R and NGB/A1FF or AFRC/A1MB (as appropriate) not later than 5 duty days after discovery. (**Note**: courtesy copy AMC/A3TF for AMC students). The OG/CC will coordinate any required follow up action, such as assignment changes, follow-on training, port calls, amendments to orders, extended TDY waivers, etc. If a student will be extended beyond their report no later than date (RNLTD), contact AFPC for procedures. 19 AF/CC and HQ AETC/A3R approval is required to roll back an entire class.

2.4.2.1. TDY-to-school-funded students (not applicable to students in permanent change of station [PCS] status). The assigned training unit will notify HQ AETC/FMAMA of any student training delays over 7 calendar days that are because of wash backs, break-in-training (BIT), duty not including flying (DNIF), administrative hold, disciplinary action, or elimination.

2.4.2.2. Orders will be amended for all delays over 7 calendar days. Commanders will work with HQ AETC/A1F to determine the disposition of these students.

2.5. Fitness Standards. Students in AETC FTUs will participate in scheduled physical training according to AFI 36-2905, *Fitness Program*. Student physical training regimens may be designed into each syllabus. If not specifically described in the syllabus, students attend physical training with their assigned squadron when such training does not interfere with formal training academics or scheduled lessons or sorties.

2.6. Student Scheduling. Do not schedule students to perform duties in excess of a 12-hour flight duty period unless prescribed by the applicable AFI 11-2MDS-specific Volume 3, or AFI 11-202, Volume 3, *General Flight Rules*. Academic schedulers will follow guidelines in AETCI 36-2605, Volume 1.

2.7. Training Requirements and Restrictions. Minimum hour requirements, if applicable, are specified in individual course syllabi.

2.8. Distinguished Graduate (DG):

2.8.1. Units with a DG program will recognize students who clearly excel during formal training. Formalize DG program in local supplements. DGs must demonstrate outstanding progress in each block/phase of academic, simulator, and flying training and outstanding results in flying and simulator evaluations. The unit commander is the final approval authority for all awards.

2.8.2. Units will develop their own method of identifying the top 10 percent of students per class as DGs; classes with fewer than 10 students may have 1 DG. Fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

2.8.3. DGs will receive an AETC Form 499, *Distinguished Graduate Certificate*, or an approved local substitute, signed by the SQ/CC and DO.

2.8.4. Students in the grade of E-8, E-9 or O-5 and above are ineligible for the DG program.

Chapter 3

TRAINING MANAGEMENT

3.1. Training records.

3.1.1. Each student will have a training record that includes grade sheets and other documentation as defined by the specific syllabus, applicable AFI 11-2MDS-specific volumes, and local guidance. AETC A2/3/10 will direct units to either use electronic media (such as the Graduate Training Integration Management System [GTIMS] or Training Integration Management System [TIMS]) or alternate means to fulfill this requirement.

3.1.2. Student training records are for the exclusive use of the student's instructors, FLT/CC, supervisors, and immediate chain of command. Additional procedures may be specified in unit supplements to this instruction.

3.1.2.1. Secure training records (both paper and electronic) and student personnel information folders (SPIF) to prevent unauthorized access. Information affecting student training that is inappropriate for public access or sensitive in nature is documented in the SPIF. The contractor approved for conducting formal training or maintaining training records may keep training records in a secure location. When required, FLT/CCs and supervisors will maintain SPIFs on students to protect information of a personal nature not appropriate for the training folder. Students may access only their own training record.

3.1.2.1.1. SPIF. Documents or training records not associated with, or directly relevant to, formal course aircrew training and that are inappropriate for public access or sensitive will be maintained separately from the aircrew training record in a SPIF. The SPIF is protected according to the Privacy Act of 1974 and maintained in a secure location apart from aircrew training record documents. The SPIF, if required, is maintained by the squadron and disposed of according to Air Force RDS. If pertinent to follow-on location, the SPIF will be securely forwarded to next duty location.

3.1.2.2. Record each aircraft, academic, and ground training lesson in the training record.

3.1.3. The units training system dictates which forms are used in each training record. If electronic training records are not used, the following items will be included in the training record and annotated according to 11-2MDS, Volume 1, as applicable:

3.1.3.1. Training record Discrepancy Log/Record of Training record Review (locally produced).

3.1.3.2. AF Form 4022, *Aircrew Training Folder*.

3.1.3.3. AF Form 4023, *Aircrew Training Progress Report*.

3.1.3.4. AF Form 4024, *Aircrew Training Accomplishment Report*.

3.1.3.5. AF Form 4025, *Aircrew Summary/Closeout Report.*

3.1.3.6. AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic Counseling and Comments*.

3.1.3.7. Messages (ANG and AFRC, if applicable).

3.1.3.8. Additional forms required for weapons qualification or other requirements determined locally (for example, clearance logs, CTS requirement logs, etc.).

3.1.3.9. AETC Form 6, *Waiver Request*.

3.1.3.10. AETC Form 101, *Student Performance Summary*. If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder. Documented military deficiencies (including unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, fitness program, and dress and appearance violations per AFI 362903, *Dress and Personal Appearance of Air Force Personnel*) will be specified.

3.1.4. **Documentation**. Grade sheets are used to document student training in the training record.   Instructors provide grades for applicable mission events/tasks, give a concise summary of the student's training, and ensure entries clarify any training action. In addition, documentation on grade sheets is required for the following:

3.1.4.1. Airsickness or MOA episodes.

3.1.4.2. Unusual occurrences that could affect the student's progress.

3.1.4.3. Syllabus deviations.

3.1.4.4. Authorization for and accomplishment of Additional Training (AT).

3.1.4.5. Training record review prior to an Elimination Check (EC). Document any training anomalies, deviations, etc.

3.1.4.6. Removal from or reinstatement into training.

3.1.4.7. Syllabus prerequisite waivers or syllabus waivers.

3.1.4.8. Failure of any academic test, flight evaluation or EC.

3.1.4.9. Counseling sessions.

3.1.4.10. Administrative hold.

3.1.4.11. Assignment to and removal from CAP.

3.2. Grading Procedures. (Units not utilizing the Graduate Training Integration Management System (GTIMS).

3.2.1. **Performance and Knowledge Standards.** Measure student performance and knowledge against the CTS and the required proficiency level (RPL). These standards and proficiency levels are drawn from the Master Task Listing (MTL) and AFI 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF. A performance code value (**Table 3.1**) will have a knowledge code (**Table 3.2**) associated for each specific task/event or sortie/lesson (for example, 2B or 3C). Knowledge codes can be used alone to define a level of knowledge for a subject not directly related to any specific task/event (for example, B or C), or for a subject common to several tasks/events.

Table 3.1. Task/Event or Lesson/Sortie Performance Standard.

Code	Performance is	Definition
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy, and safety.

Table 3.2. Task/Event or Lesson/Sortie Knowledge Standard.

Code	Knowledge of	Definition
A	Fact and Nomenclature	Individual can identify basic facts and terms about the subject and, when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and, when used with a performance code, can determine step-by-step procedures for sets of activities.
C	Analysis and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and, when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities.
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and, when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

3.2.2. **Individual Task/Event Grading.** The instructor evaluates the student's training and performance before proceeding to the next lesson/sortie. The instructor measures student performance on all subordinate objectives in the lesson/sortie. MIF items not accomplished during the lesson/sortie may be evaluated verbally. Each task/event will be graded using the grading scale in **Table 3.3** unless otherwise specified in the syllabus.

Table 3.3. Individual Task/Event Grading Scale. (Units not using GTIMS)

Alpha/Numeric Grade Designation	Grade	Criteria	Notes
U	Unsatisfactory	Crewmember was previously proficient but has regressed, or progress is unsatisfactory.	1, 2, 3
S	Satisfactory	Crewmember has not achieved the required proficiency level but progress is satisfactory.	1, 3
P	Proficient	Crewmember has achieved the required proficiency level.	3
F	Familiarization Item	Proficiency is not required.	3
B	Briefing Item Only		3
1		Item must be accomplished once by the crewmember, but does not require proficiency.	3

Notes:

1. Students with a rating of "S" in an area requiring a "P" will receive remedial training during this and (or) subsequent tasks/events until reaching a rating of "P".

2. Any task/event graded "U" will have an associated remark in the student's training record.

3. Follow AFI 11-2MDS, Volume 1, for guidance in completing training records.

3.2.3. **Overall Lesson/Sortie Grade**. After grading individual tasks/events, the instructor will rate the student's overall performance. The overall grading scale is shown in **Table 3.4** and should be followed unless otherwise specified in the syllabus.

Table 3.4. Overall Lesson/Sortie Grading Scale. (Units not using GTIMS)

Alpha/Numeric Grade Designation	Overall Grade	Criteria
U	Unsatisfactory	Unsatisfactory progress on this lesson or sortie
C	Conditional	Marginal progress on this lesson or sortie
G	Good	Normal progress on this lesson or sortie
E	Excellent	Exceptional progress on this lesson or sortie
NG	No Grade	Non-graded lesson or sortie

Notes:

1. The overall lesson/sortie grade is at the discretion of the instructor "G" or "E" may be appropriate when an individual grade of "U" is given for a single noncritical task/event. A student's performance is expected to improve during training, and lack of progression will be reflected in the overall grade.

2. Following an overall lesson/sortie grade of "U", students will not progress to or perform a lesson/sortie in another block/phase of training until the objectives of that lesson/sortie are satisfactorily achieved.

3. Follow AFI 11-2MDS, Volume 1, for guidance in completing the training record.

3.3. Units Employing GTIMS Grading Procedures.

3.3.1. **Table 3 5.** prescribes the performance standards for assigning grades to specific training task(s). Instructors assign grades on the student's characteristic performance without regard to the student's type and amount of training. These standards are drawn from the MTL and AFI 112MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF.

Table 3.5. Task/Event Performance Standards for GTIMS.

Event Grade	Definition
0	Performance indicates a lack of ability or knowledge.
1	Can do task(s)/understands topic(s) only after being introduced, told or shown. Can identify basic facts and state nomenclature/terms and/or perform basic procedures involved in an activity with significant assistance from an instructor.
2	Can do task(s)/understand topic(s), but not to the desired levels of speed, accuracy and safety. Can state/discuss facts and nomenclature/terms and/or perform procedures and basic techniques involved in an activity with some assistance from an instructor.
3	Can do task(s)/understand topic(s), at the acceptable levels of speed, accuracy and safety. Can analyze/state/describe facts/ principles and nomenclature/terms and/or perform procedures and techniques involved in an activity with no assistance from an instructor.
4	Can do all task(s)/topic(s) at the highest levels of speed, accuracy and safety. Can evaluate/explain/describe facts/principles and nomenclature/terms and/or perform procedures and create new concepts/techniques involved in an activity.
(D) Dangerous	Performance was unsafe, showed dangerous tendencies. One element marked "Dangerous" will require an overall grade of "Zero".
(U) Unknown	Performance was not observed, element was not performed
I (See Note)	Introduction or familiarization training was conducted, but the individual is not held responsible for task performance or knowledge.
R (See Note)	Previously evaluated material was reviewed to ensure a desired level of proficiency was maintained.
Note: I and R grading scales should be kept to a minimum and are intended for simulator and system refresher courses.	

3.3.2. **Overall Grading.** **Table 3.6** describes the overall lesson grades. The overall grade represents the instructor's subjective assessment of the student's cumulative sortie/lesson performance measured against the task/event performance standards for each training sortie. MIF items not accomplished during the lesson/sortie may be evaluated verbally. Students are expected to progress as they advance in training. A student's continued lack of progress should be reflected with an overall sortie performance grade. The syllabus-defined required proficiency level (RPL) must be met for sortie/lesson progression.

Table 3.6. Overall Lesson/Sortie Grade and Description for GTIMS.

Overall Grade	Description
0 = Non-Progressive (Unsatisfactory)	Student: Fails to meet listed RPL for any task, and no training remains in that job element (the failed item) before an evaluation/phase completion; OR Student fails to meet listed RPL for any task and the same task was graded below RPL on the last flight on which it was graded; OR Demonstrates dangerous tendencies.
1 = Regressive (Subpar)	Student fails to meet listed RPL for any task, and training remains in that job element (the failed item) before an evaluation/phase completion.
2 = Low Satisfactory	Student achieved minimal RPL listed for the training mission and needs minor improvement.
3 = Satisfactory	Student meets all RPL listed for the training mission.
4 = Exceptional	Student exceeds RPL in an exceptional manner; OR Student exceeds RPL for at least 10 percent of the total events required to complete a lesson and no event is graded below a required RPL sortie. This may be graded exceptional.
No Grade (NG)	Extra sortie unless student's performance is deemed to be unsafe.

3.3.3. **Overall Status.** Use the definitions in **Table 3.7** for assigning overall status of the lesson.

Table 3.7. Overall Status and Definition.

Overall Status	Definition
Effective	Sortie/lesson is effective if the student completes all required sortie/lesson training task(s) and preprinted RPL performance objectives.
Effective/Incomplete	A sortie/lesson is effective/incomplete if the student does not accomplish all sortie/lesson training tasks and additional sorties remain available in the mission/phase to accomplish the missed training tasks. Example: Early termination of the sortie due to weather or maintenance.
Effective/Regression	Sortie/lesson is effective/regression if the student accomplishes all training tasks, but fails to achieve/maintain preprinted RPL.
Non effective (NE)/Student Non- progression (SNP)	Sortie/lesson is NE/SNP if the student fails to clear regression status, does not achieve required training task CTS on the last sortie/lesson in a phase, or is graded "D" for any training task.
NE/Other	Sortie/lesson is NE/Other if the student does not accomplish required training tasks due to external factors. Example: failure to launch due to maintenance or weather. The sortie/lesson is rescheduled.

3.4. Course Training Standards (CTS).

3.4.1. **Purpose.** The purpose of CTS is to provide individual task/event standards to meet lead command's graduate requirements.

3.4.2. **General Proficiency Standards:**

3.4.2.1. CTS equate to a proficiency maneuver grade of "P" for task/event performance or "P" for task/event knowledge unless otherwise stated, "3" for GTIMS grading. The student will attain this standard not later than completion of the sortie prior to the evaluation (flight or simulator).

3.4.2.1.1. Procedural knowledge and application will comply with applicable and current directives to allow safe and efficient mission accomplishment.

3.4.2.1.2. Momentary deviations are acceptable if timely corrections are made and safety of flight is not compromised.

3.4.2.1.3. The CTS correspond to the grading criteria areas in the AFI 11-2MDS, Volume 2, except those unique to each course and designated by a higher series number than those associated with the Volume 2 areas or subareas (for example, 100 series CTS). The source regulation takes precedence if a variance occurs between the CTS and the source regulation (AFI 112MDS, Volume 2).

3.4.2.1.4. Employment. The MIF identifies student progression necessary for successful course completion. Prior to course completion, each student must pass an AFI 11-202, Volume 2, evaluation which fulfills AFI 11-2MDS, Volume 2, qualification requirements.

3.5. Maneuver Item File (MIF). Students will be graded on all items listed in the formal course syllabus MIF table unless exceptions are noted in the training record. The RPL a student must attain per each MIF follows:

3.5.1. **ATD MIF.** Attain an RPL of "P" or "3" (for GTIMS) prior to last profile unless otherwise noted.

3.5.2. **Aircraft MIF.** Attain an RPL of "P" or "3" (for GTIMS) on all items by the flight prior to the evaluation sortie unless otherwise noted.

3.6. Duties and Responsibilities:

3.6.1. **Student Responsibilities.** Students will accomplish all assigned training.

3.6.2. **Instructor Responsibilities.** Instructors are ultimately responsible for accomplishing all preflight, postflight, and training requirements.

3.7. Regression Rules. Once a student achieves a grade of "P" or "3" for a task/event, the only grades allowed are either a "P" or "3" / "U" or "0". Regression occurs when a maneuver is graded "U" or "0" after having achieved "P" or "3" in the same task/event. Regression requires an explanation in the student's training record. However, the overall grade is based on the instructor's discretion. For regression, the student will re-obtain proficiency prior to the end of the block/phase of training in order to be recommended for evaluation (when applicable). Document the remedial instruction, clearing the regression, in the student's training record.

3.8. Proficiency Advancement (PA). The ATS Site Manager, SQ/DO or FLT/CC is the approval authority for student PA. Students may advance past a single sortie/lesson to the next sortie/lesson or evaluation in a training category provided all RPLs are met or exceeded for the advanced (skipped) sortie/lesson. **Note**: PA may be utilized more than once in a phase, as applicable. Note: Minimum events may not be reduced for a lesson/phase with a PA grade.

3.9. Break-in-Training (BIT). The ATS Site Manager or SQ/DO may authorize an AT sortie due to extended training delays. As a guide, consider 7 calendar days, but no more than 14 days without an aircraft or ATD sortie as an extended break. Use this authority only when the remaining syllabus sorties are insufficient to compensate for the BIT. All AT will be documented in the student's training record. AT sorties will be limited to those required for the student to regain the proficiency level attained prior to the BIT. BIT sorties will be graded no-grade (NG) overall unless safety of flight is a factor upon which an unsatisfactory (U) is then warranted.

3.10. Additional Training (AT). Total allowable AT will be set at 15 percent or 2 (whichever is greater) above syllabus directed training requirements and will be calculated for both ground based training devices (ATDs) and for flight training. Note: Areas that calculate to a whole number and a decimal will be rounded to the next higher number (e.g., 1.4 would be set at a maximum of two (2)). ATD and training sortie AT maximums will be accounted for separately. Calculated AT totals will be documented in each AETC syllabus. AT events should be allocated evenly between the SQ/CC and OG/CC. Once a student has exceeded the number of training

flights and/or additional training sorties allowed by the syllabus (with the exceptions noted in Paragraph 4.2.3.), commanders may consider eliminating the student according to AFI 11-402.

3.11. Disposition of Student Training Records. Unit registrars maintain student-training records according to the Air Force RDS. Include all grade sheets, student activity records, and all additional training record forms and logs. Units will forward all records to the student's gaining unit or follow-on training unit (as applicable) within 15 duty days of class graduation. In the event student records are maintained electronically and the gaining unit does not have access to the electronic system, units will forward a hard-copy version of all records.

3.12. Academic Examinations for International Students. Testing international students may require special care to preclude linguistic misunderstanding. Students will not be considered deficient solely because of language. Additional time may be allowed to complete an AFI 112MDS, Volume 2, or syllabus-directed examination when language problems exist; however, testing is completed in one session. If a student with suspected language difficulties fails a written examination, the instructor may orally rephrase each missed question to determine the student's comprehension of the subject. The instructor then credits each successfully answered question. If the student still has a failing score after the oral quizzing, consider the exam "failed."

Chapter 4

STUDENT MANAGEMENT

4.1. Commander's Awareness Program (CAP).

4.1.1. **Objective.** To focus supervisory attention on a student's training progress, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. CAP is intended as a short-term program. A student requiring an extended period of increased supervision or repeated placement on CAP based on performance should be considered for an elimination check (EC). **Note**: CAP does not apply to courses of 7 training days or less.

4.1.2. **Squadron Commander (SQ/CC) Responsibilities.** The SQ/CC administers CAP. During contractor provided training, the TRS/CC administers the program. Once a student begins flight line training, the flying SQ/CC administers the program. **Note**: CAP administration may be delegated to the SQ/DO, flight commander (FLT/CC), or designated supervisor, but the SQ/CC maintains overall authority and responsibility.

4.1.3. **Categories.** Units will place students into one or more of the following categories:

4.1.3.1. Flying. Students demonstrating flying deficiencies in the aircraft.

4.1.3.2. Procedural. Students exhibiting substandard general or emergency procedure knowledge.

4.1.3.3. Academic. Students exhibiting substandard academic performance.

4.1.3.4. Military. Students exhibiting substandard military or professional behavior.

4.1.3.5. Other. Students with personal issues requiring supervisory attention.

4.1.4. **CAP Procedures:**

4.1.4.1. Placement. The FLT/CC, SQ/DO, SQ/CC, ATS Site Manager, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress. The initiating individual will counsel students placed on CAP. Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, instructor continuity, and CAP removal goals.

4.1.4.2. CAP Student Activities. While students are in CAP the unit will:

4.1.4.2.1. Tailor training to address the student's particular situation within the limits of the syllabus.

4.1.4.2.2. Closely monitor instructor continuity.

4.1.4.2.3. Not compromise proficiency standards to permit CAP students to progress in training. Provide additional sorties to clear flight deficiencies not to exceed those authorized by the PR process and/or the syllabus.

4.1.4.2.4. Provide additional counseling as required. Additional counseling is done at the discretion of immediate supervisors but is required if students fail to meet the CAP removal goals.

4.1.4.2.5. Appropriately update any intermediate goals and CAP removal goals.

4.1.4.2.6. Regularly brief squadron leaders on a student's progress toward CAP removal. This briefing should include student strong and weak areas and CAP removal criteria.

4.1.4.3. Maintain documentation of all counseling in the student's training record. **Note**: Document sessions concerning sensitive personal problems on AF Form 174, *Record of Individual Counseling* or AETC Form 173 and retain in a separate student personal information folder (SPIF) maintained by the supervisor. See Paragraph **3.1.2.1**

4.1.4.4. CAP Removal. The same unit SQ/CC who approved placing a student on CAP will approve removal from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues. This authority will not be delegated. Removal should not be strictly event/task/sortie/lesson based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors will counsel students when they are removed from CAP.

4.2. Progress Review Process (PR). When a student demonstrates significant substandard performance, conduct a PR to evaluate factors affecting the student's performance and potential to complete training. Students will continue in training until their ability to complete the course comes into question. PRs will include a review of the student's training record; an interview with the student and interviews with instructors, military training leaders, and supervisors (when appropriate). Document all PRs in the student's training record, or the electronic media equivalent. Consider placement on CAP.

4.2.1. **Level One (L1).** The FLT/CC, Superintendent, or aircrew training system (ATS) lead instructor will review the student's training for these reasons: Exam failure; first aircraft sortie or ATD failure; repeat aircraft sorties or ATDs graded Conditionally/Subpar; failure to attain RPL for ground training. **Note**: Exams include phase/block tests, end-of-course tests, and required flight evaluation requisite exams. The FLT/CC, Superintendent, or ATS lead instructor may; continue student in training; authorize one ATD; authorize additional ground training; direct a level two (L2) review to recommend additional sorties, more than one ATD, or to recommend elimination.

4.2.2. **Level Two (L2) Review.** The student's squadron commander (SQ/CC) will review the student's training after the second or repeat exam failure; second or repeat aircraft sortie or ATD failure; recurring failure to attain ground training RPL; or an AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, evaluation failure. **Note**: During contractor provided training, the TRS/CC or ATS Site Manager conducts the review. Once a student begins flight line training, the flying SQ/CC conducts the review (if conducted by TRS/CC the ATS Site Manager should provide relevant information). The commander may; 1) authorize additional sorties according to the syllabus (additional ATD training is at the discretion of the ATS Site Manager with the concurrence of the SQ/CC); authorize additional ground training; direct an EC; initiate the commander's review (CR) process; or direct a level three (L3) review if more sorties are required. **Note**: Syllabus additional training sortie/ATD limits will be calculated in accordance with paragraph **3.10**

4.2.3. **Level Three (L3) Review.** The Operations Group Commander (OG/CC) will review the students training record when the SQ/CC recommends additional sorties or when the

student exceeds the maximum number of sorties or hours allowed in the syllabus. The intent is to raise the level of review when excessive assets are expended to meet training goals, regardless of the cause. **Exception**: The extra sorties do not include sorties/ATD flown for support or to regain proficiency lost during BIT, EC, or incomplete sorties. The OG/CC may; authorize additional sorties according to the syllabus; deny additional sorties; or request a WG/CC waiver for additional sorties above those outlined in the syllabus. **Note**: The OG/CC may reinstate student a second time with WG/CC waiver approval for additional sorties. If the student subsequently fails during prescribed additional training sorties, the SQ/CC should recommend elimination.

4.3. Elimination Check (EC). Unit commander's use the EC to assess a student's overall flying skills and potential to meet syllabus and MAJCOM requirements. SQ/CCs should consider an EC for sustained substandard performance or doubtful potential to complete formal training. EC's are not intended to comply with AFI 11-202, Volume 2 requirements, but to assess the student's ability to accept instruction and potential for course completion. Group evaluators will fly ECs.

4.3.1. The overall mission grade for an EC will be proficient (P); satisfactory (S); or unsatisfactory (U). For GTIMS grading, the mission grade with be satisfactory (3); low satisfactory (2); or unsatisfactory (0). In all cases, the unsatisfactory subareas that precipitated the EC will be sampled. An EC for procedural knowledge will consist of a ground evaluation and may include an ATD mission. All ATD missions must be coordinated with the ATS contractor. The EC will be documented in the student's training record. Use EC-01, as applicable, for the mission number.

4.3.1.1. A satisfactory (S) EC fulfills the requirements of the lesson/sortie that caused it to be accomplished and allows the student to continue training in the normal training syllabus flow at the next syllabus lesson/sortie. This check does not fulfill the requirements of an AFI 11-202, Volume 2 evaluation.

4.3.1.2. An unsatisfactory (U) EC will result in entry into the CR process.

4.3.2. **ATD EC.** SQ/CCs may direct training ATD ECs any time student performance warrants consideration for elimination. An Air Force or contract instructor will conduct ATD ECs, and at the same time, an evaluator will observe and decide whether the student should continue training. The student will meet course-training standards (CTS) to continue training.

4.3.3. **Ground Evaluation EC.** EC ground evaluations may be conducted as a result of unsatisfactory general knowledge or emergency procedures knowledge or for failure to meet syllabus standards in procedural knowledge. The ground evaluation is not a collaborative effort. In all cases, the evaluator will conduct the briefing, ground evaluation execution, debriefing, and assign the overall grade.

4.3.4. **Incomplete EC.** An EC is incomplete only if mission tasks/events and objectives could not be completed, and a reasonable evaluation of student performance could not be made. Do not incomplete an aircraft EC for non-flying or ground items with a recommendation that additional ground lessons be administered by another qualified EC evaluator to determine the outcome of the EC.

4.4. Commander's Review (CR) Process (Note: Not applicable to simulator/system refresher courses). When students demonstrate a lack of potential to meet training standards, the squadron commander will recommend elimination. Use AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*, to complete the CR process. For specific responsibilities and guidance on the AETC Form 126G refer to **Attachment 3** -- see **Attachment 4** for overview of process. **Note**: Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) signs AETC Form 126G. The IA will enter the student in the CR process NLT three duty days after meeting the syllabus trigger. Remove the student from training and place on administrative hold pending final approving authority (AA) decision.

4.5. CR Records Distribution. Distribute copies of CR records on eliminated students within 10 duty days of completion of the CR process. The originating base registrar office will maintain the original CR record.

4.5.1. Send a copy of the completed AETC Form 126G to the office performing course registrar duties. The course registrar will ensure 19 AF/A3, HQ AETC/A3RA and HQ AETC/A3ZM are informed of every elimination from training so the MilPDS system can be updated with an elimination code.

4.5.2. The HARM office will update the ARMS with the appropriate disqualification code according to AFI 11-402/AETC SUP.

4.5.3. **Table 4 .1.** Provides guidance on distribution of CR records. Maintain these records according to Air Force RDS.

Table 4.1. Distribution of Initial CEA CR Records.

Record	Type of Student	Copy Distribution
AETC Form 126G (Note 1)	Active Duty Air Force	HQ AETC/A3Z – 1 Servicing MPF – 1 HQ AFPC/DP – 1 (Note 2)
	ANG	HQ AETC/A3Z – 1 HQ AETC/A3G – 1 Servicing MPF – 1 ANG/DPDF – 1 (Note 3)
	AFRC	HQ AETC/A3Z – 1 HQ AETC/A3H – 1 Servicing MPF – 1 HQ AFRC/DPMB – 1 (Note 4) ARPC/DPSS – 1 (Note 5)
Individual Flight Record (Note 6)	All	Servicing HARM – 1 19 AF/A3
Notes:		
1. Suspense is 10 duty days after completion of the CR.		
2. Send to AFPC/DPM/DPSAM/DPAOM4/DP2ORM, 550 C St West, Ste 31, JBSA-Randolph AFB TX 78150-4723.		
3. Send to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202		
4. Send to HQ AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.		
5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.		
6. Ensure an Aviation Service Code (ASC) is assigned according to AFI 11-402/AETC SUP.		

4.6. Student Eliminations.

4.6.1. **Students will be considered for elimination if they:**

4.6.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness and manifestation of apprehension (MOA). Specific deficiencies are annotated on AF Form 174, or AETC Form 173, (AF Form 174 is prescribed in AFI 36-2907, *Unfavorable Information File (UIF) Program*. AETC Form 173 is prescribed in AETCI 36-2642, *Technical and Basic Military Training Administration*. Refer to those publications for guidance on filling out the forms.)

4.6.1.2. Fail to meet syllabus proficiency standard in flying, academics or procedures.

4.6.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

4.6.1.4. Engage in misconduct punishable under the articles of the Uniform Code of Military Justice (UCMJ).

    4.6.1.4.1. The OG/CC is the IA

    4.6.1.4.2. The WG/CC is the RA

    4.6.1.4.3. The 19 AF/CC is the AA

4.6.1.5. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service. WG/CCs should contact 19 AF/JA and 19 AF/A3 for guidance in specific situations.

4.6.2. **Students are eliminated if they:**

4.6.2.1. Become medically disqualified; see AETCI 48-102, *Medical Management of Undergraduate Flying Training Students,* for initial CEA guidance and AETCI 36-2605, Volume 1 for officers and qualified/previously qualified CEAs.

4.6.2.2. Initiate action to separate from the service.

4.6.2.3. Attempt to Drop on Request (DOR) (rated aircrew members). Rated officers attempting to DOR from a formal training course fall under the provisions of the AFI 11-402 and will be removed from the formal training course via a CR prior to implementing AFI 11-402 procedures. **Note**: Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing of the aviation badge.

4.6.2.4. Are adjudicated absent without leave, are confined, or have deserted.

4.6.2.5. Are involved in drug abuse substantiated by reliable evidence.

4.6.2.6. Fail to meet standards prescribed in AFI 36-2905, *Fitness Program.*

4.6.3. **Students will be disenrolled if they:**

4.6.3.1. Are recalled by the parent unit or higher headquarters.

4.6.3.2. Are hospitalized for an extended period as determined by the OG/CC. Student may be considered for reinstatement at a later date. See AETCI 48-102 and AETCI 36-2605, Volume 1.

4.6.3.3. Have not met course entry prerequisites and have not received an approved entry waiver.

4.6.3.4. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of proficiency.

4.6.3.5. Use AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*, to complete the disenrollment process.

4.6.4. Records Distribution Following Elimination. Follow guidance according to AFI 11-402/AETCSUP and the Air Force RDS.

4.7. Student Dispositions. Students failing to complete the course of training will be processed according to AFI 11-402/AETCSUP.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel will ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions. Supervisors must also strive to keep students motivated and flying on a regular basis.

5.2. Airsickness. Instructors will document the student's training record when a student experiences any form of airsickness. Comply with AETCI 36-2605, Volume 1. If airsickness leads to significant deviation from training profile or prevents the student from meeting MIF requirements, the student will be referred to the Flight Surgeon (FS) for evaluation according to AFI 48-123, *Medical Examinations and Standards*. This will be accomplished prior the next flight. If the student is off station and no FS is available, verbal approval will be obtained from a FS before the student flies the next sortie. The student will report to the FS for evaluation upon return to home station and will not fly again until cleared by a FS.

   5.2.1. **Visually Induced Motion Sickness (VIMS).** If VIMS is so severe that no simulator training can be accomplished, refer the student to the FS for evaluation of alternatives. Because VIMS is usually unrelated to airsickness, do not consider students for elimination based solely on VIMS episodes.

5.3. Manifestation of Apprehension (MOA). Instructors will document the student's training record when a student experiences MOA. Refer to AETCI 36-2605, Volume 1, for guidance concerning MOA issues.

5.4. Administrative Hold Status. Refer to AETCI 48-102 for initial CEAs and AETCI 36-2605 Volume 1 for officers and qualified/previously qualified CEA guidance.

5.5. Administrative Requirements for Flying Training Supervisors and Flight Surgeons:

   5.5.1. FSs will provide flying training supervisors a list of flying restrictions for each student entering training. Flying training supervisors will forward these restrictions to gaining units.

   5.5.2. An instructor or squadron supervisor may direct a student to visit the FS, or a student may self-initiate the visit.

   5.5.3. Every visit to the FS or physiology training officer (PTO) will be documented. For directed visits, the student hand carries the documentation to the FS or PTO. The FS reviews documentation, annotates any recommended flying restrictions, and dates and signs the documentation. The student will return the documentation to the FLT/CC for inclusion in the training record. If the student initiates the visit, the FS or PTO will provide the documentation to the student, who will return it to the FLT/CC.

5.5.4. If a student's DNIF status changes, the FS's office will inform the student's flying squadron of this either by telephone conference or via a copy of DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* (or another Service's equivalent). Simulation training during DNIF status may be acceptable, and the FS should address this on the DD Form 2992. The appropriate supervisor will approve dental and FS examinations (other than sick call and emergencies) before scheduling a dental or FS appointment. (DD Form 2992 is prescribed in AFI 48-123, replacing AF Form 1042.)

JOHN A. CHERREY, Brigadier General, USAF
Director of Intelligence, Operations and Nuclear
Integration for Flying Training

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 4 December 2013

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 5 November 2013

AFI 11-202V1, *Aircrew Training*, 22 November 2010

AFI 11-202V1_AETCSUP, *Aircrew Training,* 26 June 2014

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010

AFI 11-202V2_AETCSUP, *Aircrew Standardization/Evaluation Program*, 30 January 2014

AFI 11-202V3, *General Flight Rules*, 7 November 2014

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

AFI 11-402_AETCSUP, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 10 July 2012

AFI 33-360, *Publication and Forms Management,* 1 December 2015

AFI 36-2107, *Active Duty Service Commitments (ADSC),* 30 April 2012

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-2907, *Unfavorable Information File (UIF) Program*, 26 November 2014

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, 1 February 2016

Prescribed Forms

AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*

Adopted Forms

AETC Form 6, *Waiver Request*

AETC Form 173, *Student Record of Academic Counseling and Comments*

AETC Form 499, *Distinguished Graduate Certificate*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 174, *Record of Individual Counseling*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 4022, *Aircrew Training Folder*

AF Form 4023, *Aircrew Training Progress Report*

AF Form 4024, *Aircrew Training Accomplishment Report*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

AA—Approving authority

ADSC—Active duty service commitment

AETCI—Air Education and Training Command Instruction

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFRC—Air Force Reserve Command

AGEP—Aircrew Graduate Evaluation Program

ANG—Air National Guard

ARMS—Aviation Resource Management System

ASC—Aviation Service Code

AT—Additional training

ATD—Aircrew training device

ATS—Aircrew Training System

BIT—Break in training

CAP—Commander's Awareness Program

CEA—Career Enlisted Aviator

CoE—Center of Excellence

COR—Contracting Officer's Representative

CR—Commander's review

CRM—Crew resource management

CTS—Course training standards

DCS—Direct Commercial Sales

DG—Distinguished graduate

DNIF—Duty not including flying

DO—Operations officer/director of operations

DOR—Drop on Request

EC—Elimination Check

ETCA—Education and Training Course Announcements

FEB—Flying evaluation board

FEF—Flight evaluation folder

FFT—Formal Flying Training

FLT/CC—Flight commander

FS—Flight surgeon

FTPA—Flying Training Production Analysis

FTU—Formal training unit

GTIMS—Graduate Training Integration Management System

IA—Initiating authority

IAW—in accordance with

IMS—international military student

ISD—Instructional System Development

LOA—Lack of adaptability

MAJCOM—Major command

MDS—Mission design series

MIF—Maneuver item file

MilPDS—Military Personnel Data System

MOA— Manifestation of apprehension

MTL—Master Task List

NG—No grade

NGB—National Guard Bureau

OG/CC—Operations group commander

OPR—Office of primary responsibility

P—Proficient

PA—Proficiency Advance

PC—Progress Check

PCS—Permanent Change of Station

PFT—Programmed flying training

POC—Point of contact

PTO—Physiology training officer

RDS—Records Disposition Schedule

RPL—Required performance level

S—Satisfactory

SME—Subject Matter Expert

SNP—Student Non-Progression

SPIF—Student Personal Information Folder

SQ/CC—Squadron Commander

SQ/DO—Squadron Operations Officer

SSN—Social security number

T-2—Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure. Waiver authority: MAJCOM/CC (delegable no lower than MAJCOM Director).

T-3—Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure. Waiver authority: Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

TDY—Temporary Duty

TIMS—Training Integration Management System

TMS—Training Management System

TRS—Training squadron

U—Unsatisfactory

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

VIMS—Visually induced motion sickness

WG/CC—Wing commander

Terms

Additional Training (AT)—Additional sorties given in training to bring a student's performance up to standards.

Aircrew Training Device (ATD)—Any ground based training device. This includes the Avionics Systems Management Trainer (ASMT), Cockpit Procedures Trainer (CPT), Fuselage Trainer (FuT), and Weapon Systems Trainer (WST), as well as Part Task Trainers such as the CNI-MU Emulator (CNI-E), and the MFCD Emulator (MFCD-E).

Aircrew Training Systems (ATS)—For the purpose of this document, ATS refers to all contractors that conduct AETC MAF flying training.

Block of Training—A group of lessons or sorties in a syllabus. A block may be defined in the syllabus as day or night, academic or simulator, qualification or tactical, etc. It is usually of a particular type and prerequisite to another block. A block of training is the same as a phase of training.

Break-in-Training (BIT)—An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc.

Category—All units, phases, or blocks of training contained in the same MIF table.

Commander's Review Process (CR)—An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

Course of Training—The entire program of flying, simulation and academics conducted in all media during the programmed training days.

Course Training Standards (CTS)—The performance, conditions and standards describing skills and proficiency levels required for students to complete a course.

Direct Commercial Sales (DCS)—The customer negotiates directly with the vendor for training.

Elimination Check (EC)—A special check given to evaluate skill level and potential, and to determine if a student should either continue in training or be recommended for elimination.

Education and Training Course Announcements (ETCA)—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements and location information. **https://etca.randolph.af.mil/**.

Event—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

Initial CEA—A student that has not successfully completed an aircraft mission qualification evaluation.

Flight Duty Period—The period of time conducting official duties according to AFI 11-202, Volume 3, and its AETC Supplement.

Flight Evaluation—AF Form 8 flight evaluation administered by a flight examiner.

Flying Evaluation Board (FEB)—Selected individuals appointed to examine an aviators professional qualification for aviation service, evaluate potential for future duties, and make recommendations to higher authorities.

Lesson—Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

Maneuver Item File (MIF)—A listing of all maneuvers, and proficiency required in each maneuver, for all lessons in this course.

Manifestation of Apprehension (MOA)—A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

Medium—The delivery vehicle for presenting instructional material or basic communication stimuli to a student to induce learning. Instructor Based Training (IBT) lecture/discussion, slides, CBT, aircrew training devices, static aircraft and flying aircraft are media used in this course.

Military Personnel Function—The unit or office responsible for conducting personnel actions.

Objectives—Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

Part-Task Trainer (PTT)—Operator trainers allowing selected aspects of a task/event; fuel system operations, hydraulic system operations, radar operations, etc., to be practiced and a high degree of skill developed independently of other task/event elements.

Proficiency—The ability to perform at the minimum acceptable speed, accuracy, and safety.

Proficiency Advancement (PA)—Advancement based on the student's satisfactory achievement of objectives prior to the end of a block/phase or sortie/lesson.

Progress Review Process (PR)—An administrative, fact-finding process conducted when an aircrew member fails to meet established training standards. A PR is used to recommend/evaluate additional training and/or removal from formal course.

Qualified CEA—A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

Required Proficiency Level (RPL)—A two digit alphanumeric code indicating performance and knowledge level required in a given job element. Each task/job element for the course has an associated RPL.

Situational Awareness (SA)—Aware of environment in and around the aircraft, takes appropriate actions, and understands cause and effect of actions taken.

Sortie—Begins at prebrief and ends at the closeout time documented in the AFTO Form 781. An ATD sortie begins when the training lesson starts and is completed when the training lesson ends. A sortie is associated with flying training and comprised of several tasks or events.

Task—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

Training Days (TD)—The number of days that training events are planned to occur for a class. (e.g., Academic, Simulator or Flying)

Training Record—Any media (electronic or paper based) used to capture student training information. May also be referred to as, training folder, grade book, etc.

Training Management System (TMS)—A computer system used to manage courses of training.

Visually Induced Motion Sickness (VIMS)—A type of motion sickness caused by exposure to optical depictions of inertial motion such as movements experienced in a training device.

Unit of Training—A group of lessons in any category with the same first or last two numbers in the lesson designator and the same list of maneuvers and objectives. Several units make up a block or phase of training.

Attachment 2

SAMPLE STUDENT NOTIFICATION MEMORANDUM

Table A2.1. Sample Student Notification Memorandum.

MEMORANDUM FOR (Student's Name)

FROM:(Initiating Authority)

(Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file kept at AETC/A3Z and will be destroyed 1-year after completion of training according to Air Force Records Disposition Schedule (RDS); https://www.my.af.mil/gcss-af61a/afrims/afrims/ (Table 36-44, Rule 05.00). The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. Note: You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than 2 duty days after receipt of this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: (Initiating Authority)   (Date)

Receipt acknowledged.

(Student's Signature)

Attachment 3

BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS

A3.1. Initiating Authority (IA). The student's SQ/CC is the IA, The IA will: **Note**: During contractor provided training, the TRS/CC conducts the CR. Once a student begins flight line training, the flying SQ/CC conducts the CR.

A3.1.1. Inform the student that the CR process is being initiated and state reasons for the action.

A3.1.2. Explain the CR process to the student.

A3.1.3. The IA will enter the student in the CR process NLT three duty days after meeting the syllabus trigger. Remove the student from training pending the approving authority's (AA) decision. **Note**: The IA may elect to continue the student in academics only training with Reviewing Authority (RA) concurrence.

A3.1.4. Notify the HARM office to suspend the student's aeronautical orders according to AFI 11-402/AETC SUP.

A3.1.5. Notify the student in writing of consideration for elimination (**Attachment 2**).

A3.1.6. Inform the student of individual rights for legal assistance and representation.

A3.1.7. Advise the student to submit a memorandum within 2 duty days identifying any factors that may have affected training.

A3.1.8. Complete AETC Form 126G, Section I and clearly state the reason(s). Indicate whether the student is an Initial CEA or a Qualified CEA. Complete Section V with applicable information.

A3.1.9. Ensure the student completes AETC Form 126G, Section II.

A3.1.10. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the RA no later than 4 duty days after notifying the student.

A3.2. Reviewing Authority (RA). The OG/CC is the RA. The RA will:

A3.2.1. Review the student's training and determines if any training irregularity would warrant retention in training. **Note**: The OG/CC may delegate this review and recommendation authority to the operations group deputy commander. The RA will discuss the circumstances of the elimination with the IA. The RA may interview the student, as necessary.

A3.2.2. Complete AETC Form 126G, Section III. When applicable, make comments as to the student's retention in training.

A3.2.3. For medical eliminatees, provide a statement evaluating the student's ability to complete training if medically requalified.

A3.2.4. Forward the AETC Form 126G with all applicable records to the AA for final review.

A3.3. Approving Authority (AA). The WG/CC is the AA. The AA will:

A3.3.1. Review the student's records and RA's comments.

A3.3.2. Decide whether the student will be reinstated or eliminated from training.

A3.3.2.1. For Initial CEA students - marking the "eliminate" block indicates the final decision on elimination and the student is permanently removed from the course.

A3.3.2.1.1. Complete Section V of AETC Form 126G, annotating any recommendations of follow-on training for the student. The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through HQ AETC/A3Z. **Note**: Do not recommend students eliminated for manifestation of apprehension (MOA) for any other flying training.

A3.3.2.1.2. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, *Assignments*. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

A3.3.2.2. For Qualified CEA students - marking the "FEB" block requires initiation of an FEB according to AFI 11-402/AETC SUP.

Table A3.1. Briefing Checklist.

I have briefed the student on all items listed above.

(Signature)(Date)

_____

(BRIEFING OFFICER'S NAME, GRADE, AND TITLE)

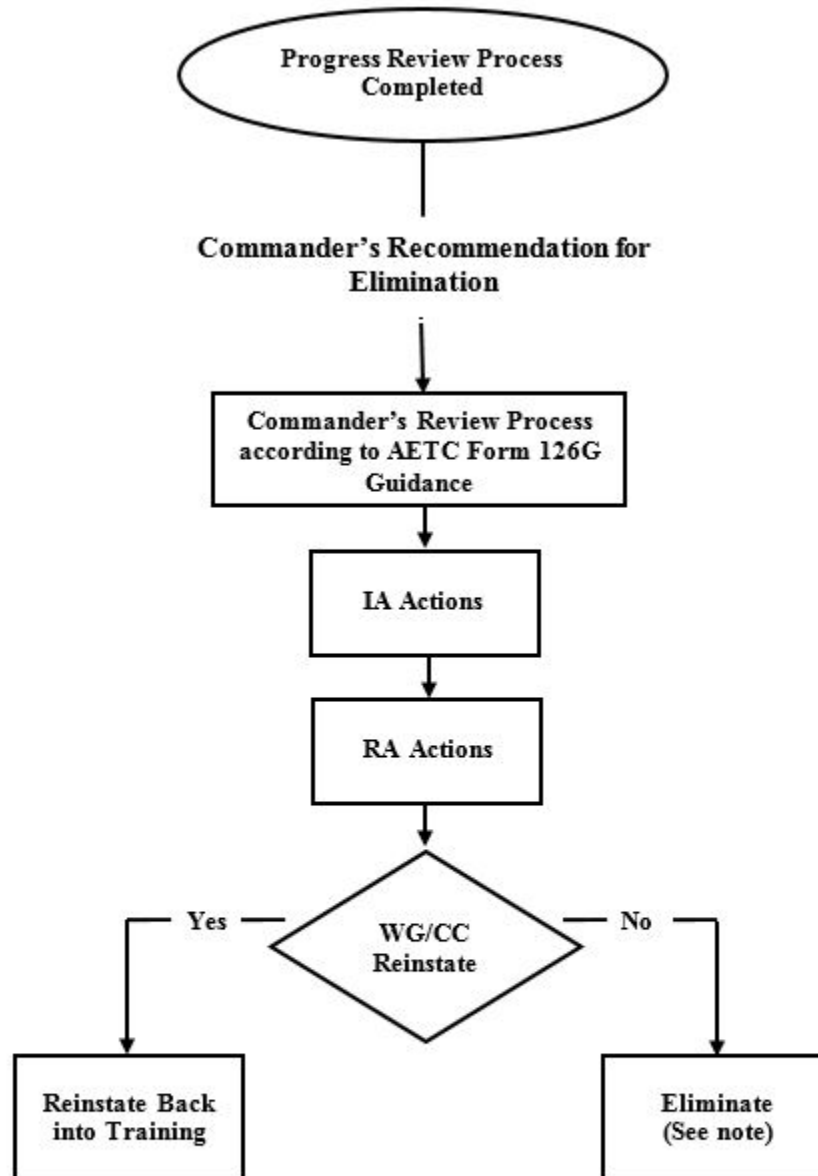I have been briefed on all items listed above.

(Signature)(Date)

_____

(STUDENT'S NAME AND GRADE)

Attachment 4

OVERVIEW OF COMMANDER'S REVIEW PROCESS

Figure A4.1. Overview of Commander's Review Process.

```
                    ┌─────────────────────────┐
                   (  Progress Review Process  )
                    (      Completed           )
                    └─────────────┬───────────┘
                                  │
                  Commander's Recommendation for
                           Elimination
                                  │
                                  ▼
                    ┌─────────────────────────┐
                    │ Commander's Review Process│
                    │ according to AETC Form 126G│
                    │         Guidance          │
                    └─────────────┬───────────┘
                                  │
                                  ▼
                    ┌─────────────────────────┐
                    │        IA Actions         │
                    └─────────────┬───────────┘
                                  │
                                  ▼
                    ┌─────────────────────────┐
                    │        RA Actions         │
                    └─────────────┬───────────┘
                                  │
                                  ▼
           Yes                ◇ WG/CC ◇                No
        ┌──────────         ◇ Reinstate ◇        ──────────┐
        │                                                   │
        ▼                                                   ▼
┌───────────────┐                               ┌───────────────┐
│ Reinstate Back │                               │   Eliminate    │
│  into Training │                               │  (See note)    │
└───────────────┘                               └───────────────┘
```

Note: If individual is an initial CEA; student is eliminated when the AETC Form 126G is signed by WG/CC. If individual is a qualified/previously qualified CEA; the WG/CCs signature begins the AFI 11-402 FEB process.